



B.F.F. vzw-asbl

Belgian Floorball Federation

Secretariat : Spechtbaan 1

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Website : <http://www.floorballbelgium.be>

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Checklist referees

1) Nomination

A) D1 and D2 adults : personal nomination

At least 4 weeks before the league round, you and your club will be informed about your nomination. The nomination is personal. If you are not able to referee for personal reasons, you have to inform the BFF (info@floorballbelgium.be / Tel. +32 479/40 06 82) and Johannes Baur (j.baur@skynet.be / Tel. +32 486/82 96 48) **at least two weeks in advance**. Another referee of your club will then be nominated.

After that deadline, only written motivated excuses (medical attest etc) to the BFF will be accepted. In case of illness the day before the league round or the same day, immediately inform your team responsible, the BFF and the organiser of the league round via phone. Your team is responsible to find another referee for that match.

B) Other leagues

At the start of the season, the Federation will attribute the matches to be refereed by each club. Each club is responsible for ensuring that referees are present at the match.

2) Before the match

- **Do not forget :**
- Shoes
- BFF referee shirt and trouser
- Whistle, red card, meter for the measurement of the blade (3 cm rule)
- Take your referee licence and id-card / passport / driver's licence / student card

3) Preparation for the match (30 minutes before the match)

- Warming up
- Check field, rink and goal cages. If they are not in conformity, inform the organising team.
- Make sure the match record is complete (front side and back side) and is correctly filled in by both teams
- Verify that all players are on the match record

- Check all players of the team with the match record and with their identification documents (id-card, passport, driver's licence, student card or other official document that mentions the player's name AND has a photo on it).
- IT IS NOT YOUR TASK to check whether all players have been registered with the Federation (registered players-list provided by the BFF). This is the task of the match secretariat.
- Make sure the match record is signed by both teams.
- Check whether match secretariat is in place / ready and the necessary equipment is there.

4) After the match

- Sign match record.
- If red card or other special occurrence during the match: Establish a report on the backside of the match record. If needed or requested by the BFF, add further explanations.
- Remember: you are paid € 20 per match for the adult league and € 10 per match for the U15 & U18 league by the organiser.